

Killeen Independent School District Job Description

Job Title: Property Book Custodian
Department: Property Management Services
Reports To: Supervisor, Property Management
FLSA Status: Non-exempt

SUMMARY Ensures all District assets are properly accounted for. Maintains and updates KISD's property book. Performs yearly fixed asset inventories and assists with five-year District cyclic inventory.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Property Book Administration

Verifies accuracy of property book against purchasing requests, receipts, 381 and 381-A reports, invoice, and financial support documentation. Property Book support documentation includes the description, item number, control number, bar code control number, quantity, and serial number. Stays in compliance with established guidelines, warehouse standard operating procedures, and applicable directives. Identifies, reports, recommends corrective actions for, and with approval, corrects discrepancies.

Provides receipts for transfer of property from one hand receipt holder to another. Coordinates with campus and administration personnel regarding inventory accountability.

Coordinates administrative details and conducts annual property inventories of campus and other KISD activities as directed by the Property Management Coordinator.

Coordinates the record of property disposal transactions and documents the appropriate action to reduce inventory and provide for the financial accounting of revenue from auctions or sales.

Maintains an accurate record of property issued or received from each customer.

Operates bar code scanner, printer, and reader.

Prints and applies bar code labels as required in pre-determined location.

Uses established procedures for filing and accounting for all support documents.

Uses desktop and laptop computer to access records and documents when required for modification or information.

Performs location surveys, records verification, audits, and inventories.

Warehousing Operations

Opens crates and other containers using hand tools to unpack items received, and adds bar code labels.

Marks materiel with appropriate identifying information.

Performs preventive maintenance on assigned vehicle and equipment.

Performs such other tasks as may be assigned by the Supervisor for Property Management Services or the Coordinator for Property Management Services.

SUPERVISORY RESPONSIBILITIES

May supervise temporary employees as required. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or General Education Degree (GED). A minimum of 5 years of warehouse or property book experience required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, regulatory requirements and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to carry out detailed written or oral instructions. Ability to deal with problems involving concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess current driver's license.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Continual walking, standing, climbing, stooping, bending, kneeling, and reaching with hands and arms, and use hand to finger, handle, or feel. The employee must be able to occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work outside and inside, work around machinery with moving parts, work around moving objects or vehicles, work on ladders and scaffolding. Exposed to dampness, humidity, hot and cold weather, and slippery or uneven walking surfaces. The noise level in the work environment is usually moderate.

OTHER SKILLS AND ABILITIES Ability to operate light truck (less than 26,000 lbs). Use computer, hand tools, ladder, dolly, scaffolding, and pallet jack.

Prepared by: Tom Schatte, Professional Standards Administrator
Prepared Date: January 27, 2000
Revised By: Tom Schatte, Professional Standards Administrator
Revised Date: August 16, 2004

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.